

**CLASSIFICATION:** STOCK CONTROL SUPERVISOR

**Class Code:** 8485-12

**Date Established:** 07-01-50

**Occupational Code:** 1-3-4

**Date of Last Revision:** 9-1-15

**BASIC PURPOSE:** To monitor the receipt, storage and distribution of equipment and supplies by keeping records of inventory and stock and determining storage location.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Monitors the receipt, storage, and distribution of supplies and equipment.
- Checks work of employees performing similar inventory duties.
- Keeps record of stock received, stock shipped and inventory control of available stock; may use a personal computer to enter and retrieve inventory information.
- Estimates projected inventories and stock requirements.
- Makes messenger runs to pick up and deliver supplies, equipment and mail.
- Operates equipment to move material or supplies.
- Schedules warehousing activities with customers, suppliers, and staff to ensure customer satisfaction and timely delivery of products.

---

**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires understanding and using business or trades vocabulary or basic arithmetic to perform standard operating procedures.

**Impact:** Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require verification and correction in order to complete succeeding work operations.

**Supervision:** Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

## STOCK CONTROL SUPERVISOR

Page 2

**Complexity:** Requires a combination of job functions using minimal judgment to perform a variety of job tasks according to clearly prescribed standard practices and procedures.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

### **MINIMUM QUALIFICATIONS:**

**Education:** Graduation from high school, G.E.D. or its equivalent. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Three years' experience in inventory control or stock record-keeping duties, two years of which shall have been in a supervisory capacity involving duties in a warehouse or stockroom of relevant size.

**License/Certifications:** Valid New Hampshire driver's license if required to operate a motor vehicle.

### **SPECIAL REQUIREMENTS:**

1. All applicants must have sufficient strength to lift cartons and move furniture or related material.
2. For appointment consideration, Stock Control Supervisor applicants must successfully participate in a structured interview measuring possession of knowledge, skills and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

**RECOMMENDED WORK TRAITS:** Thorough knowledge of stock control methods and procedures. Knowledge of inventory and records maintenance. Knowledge of transportation and shipping methods. Ability to monitor basic bookkeeping or auditing procedures and develop alternate work methods. Knowledge of proper loading and storage methods. Ability to make arithmetical computations with speed and accuracy. Ability to follow instructions. Ability to prepare clear and concise reports. Ability to establish and maintain effective working relationships with associates, other unit supervisors, vendors, shippers and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.